
Inmate Safety Checks

504.1 PURPOSE AND SCOPE

The purpose of this policy is to establish a requirement for conducting visual safety checks for all inmates, and for creating and maintaining a log to document all safety checks.

504.2 POLICY

It is the policy of the Shasta County Sheriff's Office that all correctional staff shall conduct safety checks on all inmates, at a frequency determined by inmate custody status, housing classification, and applicable state law.

504.3 SAFETY CHECKS

The staff shall adhere to the following procedures when conducting safety checks (15 CCR 1027; 15 CCR 1027.5):

- (a) Safety checks shall be conducted at least hourly through direct visual observation of all people held and housed in the facility.
 - 1. There shall be no more than 60 minute lapse between safety checks.
- (b) Safety checks shall occur at random or varied intervals.
- (c) Safety checks shall be done by personal observation of the correctional deputy and shall be sufficient to determine whether the inmate is experiencing any stress or trauma.
- (d) Cameras and monitors may supplement the required visual observation safety checks, but they shall not replace the need for direct visual observation.
- (e) Documentation of safety checks shall include:
 - 1. The actual time at which each individual safety check occurred.
 - 2. The location where each individual safety check occurred, such as cell, module, or dormitory number.
 - 3. Initials or employee identification number of staff who completed the safety check(s).
- (f) Safety checks shall be reviewed no less than weekly by a supervisor or facility manager.
 - 1. Safety check reviews shall include methods of mitigating patterns of inconsistent documentation, or untimely completion of safety checks.
- (g) Actual times of the checks and notations should be recorded on the daily activity logs.
- (h) Log entries shall never be made in advance of the actual check. Log entries made in this manner do not represent factual information and are prohibited.
- (i) Safety checks for people in sobering cells, safety cells, and restraints shall occur more frequently as outlined in the relevant regulations.

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504.4 POD UNIT CHECK LOGS- DOCUMENTED DIRECT SUPERVISION

Specific:

Deputies assigned to dayshift (0700-1900 hours) who are responsible for direct supervision of inmates on levels 1, 2, & 3, Medical, and Medical housing units, are required to complete a daily pod check log of unusual events and missed pod checks. The PIPE will be used to record the pod checks of direct supervision of the inmates by pressing the PIPE to the button next to the door regardless if the inmate is in the cell or not. Inmate counts, meals, laundry exchange, medication rounds and commissary events shall be recorded with the PIPE. The event buttons will be located outside the slider door. Any other activity that can not be recorded by the PIPE shall be written on the daily pod log.

Deputies assigned to nightshift (1900-0700 hours) who are responsible for direct supervision of inmates on Levels 1, 2, & 3 are required to complete a daily Pod Check log of unusual events and missed pod checks. The PIPE will be used to record the pod checks of direct supervision of the inmates by pressing the PIPE to the button next to the door regardless if the inmate is in the cell or not. Inmate counts, meals, laundry exchange, medication rounds, commissary, and any other activity that can not be recorded by the PIPE shall be written on the daily pod log.

Medical and Medical housing units) are to have a minimum of 60 minute checks with the PIPE of direct contact and supervision of inmates. Pod Checks are to have notations of unusual events, inmate counts, meals, laundry exchange, medication rounds, commissary, and any other activity that can not be recorded by the PIPE shall be written on the daily pod log.

Safety Cell placements or housing that requires elevated or 15 minute notations of direct observation, fall under different guidelines. Refer to appropriate sections under Safety Cells, Booking Level, sobering cells step down from Safety Cells.

The Pod Check Log and the PIPE are designed to comply with documentation guidelines set forth by Title 15, Section 1027, concerning direct visual observations of inmates.

Direct observation is such that all inmates in a particular location or housing area have been observed in person by the witnessing deputy. Any occasion that would direct a deputy from their posted position of providing direct observation of inmates should additionally be noted and logged on the Pod Check. It is understood that on occasion, a deputy assigned to a housing unit will be required to leave their posted position in the performance of their duties. This activity is to be done under the supervision and direction of the Watch Commander and noted on the Pod Check Log. Deputies are to rely on each other in a team effort and assist in direct supervision when a staff member is directed away from their posts.

504.5 GUARD 1 PLUS PIPE

Monitoring system pipes used in conjunction with strategically placed buttons, which identify locations for the purpose of documenting Correctional Officer welfare checks on inmates. The PIPE is designed for the most rugged use and the toughest environments. It reads durable metal

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touch memory buttons and has a comfortable grip, designed to fit your hand. It is extremely shock resistant, tamper resistant and water resistant. In the event the PIPE fails to function, a memo shall immediately be written and the PIPE turned in to the Watch Commander. The memo shall include the description of the problem, time of the last function, serial number of the PIPE and the name of the officer who last used the PIPE.

The Watch Commander will complete an investigation of the circumstances and the incident of the PIPE's failure to function and forward a memo with the findings to the Facility Commander. Under no circumstances shall Correctional Officers or Deputies attempt to open or tamper with the PIPE. PIPE repairs and battery replacements are conducted by Time Keeping Systems only. Time Keeping Systems also has the ability to determine whether the PIPE has been opened and/or tampered with. All Officers and Deputies shall exercise care to protect any county property entrusted to them and to use it in a manner for which it was intended. Opening or tampering with the PIPE, under 594 of the California Penal Code, can be considered vandalism.

504.6 USE OF MAGNETS TO COVER CELL WINDOWS

Staff shall request permission and gain approval from the Sergeant prior to applying a magnet to any cell door in the facility. The Sergeant will evaluate the request and only approve of the placement if it is deemed necessary, taking into account, facility safety, critical incident, and modesty for those involved. Once the application of a magnet is approved, the use of a magnet shall be documented on each door sheet in booking where placement is authorized. In the event of a critical incident, the use of a magnet and it's authorization shall be contained within the incident report. If you have any questions, regarding this procedure, please contact your Sergeant.